

Board, 08/93

### Disciplinary Reporting

Summaries of complaints, investigations, and dispositions of disciplinary action will be included in the Executive Secretary Report. Details of investigations in progress, that may come before the Board for resolution, shall not be presented to the Board

Board members other than assigned reviewing board member(s) will only discuss or involve themselves in complaints or investigations in board session. Questions shall be referred to the Executive Secretary, Registration Board for Architects, Department of Licensing.

This policy supersedes Policy 340-1 dated 11/86

RCW 18.08.340

BOARD OF REGISTRATION--RULES--EXECUTIVE SECRETARY--  
STAFF SUPPORT--INVESTIGATIONS--SUBPOENAS

Board, 9/86

Financial Reports

The Executive Secretary shall provide the Board with a summary of the quarterly financial status report.

RCW 18.08.350      CERTIFICATE OF REGISTRATION--APPLICATION--  
QUALIFICATIONS

Board, 5/94

Education Evaluation and Equivalents

The Board recognizes the below listed education and academic degrees with the corresponding practical work experience credit.

<u>Education</u>	<u>Equivalent Education/ Practical Work Experience Credit</u>		
	first two yrs	subsequent yrs	completed degree
Accredited Professional Degree (M/Arch) NAAB & CACB	75%	100%	5 years
Accredited Professional Degree (B/Arch) NAAB & CACB	75%	100%	5 years
Non-Accredited Professional Degree in Architecture and Foreign Professional degree with EESA evaluation.	75%	75%	4 years
Foreign Non-Accredited Professional Degree in Architecture without EESA evaluation.	50%	75%	3 years
4-year Pre-Professional or related Degree e.g.,   Environmental Design Urban Planning Landscape Architecture Construction Management Civil Engineering Naval Architecture Interior Architecture (B. IARC & M. IARC)	50%	75%	3 years
Non-Professional Undergraduate Degree			0 years

This policy supersedes Policy 350-1 dated 9/86

RCW 18.08.350      CERTIFICATE OF REGISTRATION--APPLICATION--  
QUALIFICATIONS

Board, 5/98

Experience Evaluation and Equivalents.

Experience is applicable for both reciprocal and initial registration. Experience with naval architects shall be considered to be equivalent to engineering experience. "Architect" means a licensed architect in any US or Canadian jurisdiction. "Experience" means training as an intern.

The Board adopts the work experience and training definitions as currently published in the NCARB "Handbook for Interns and Architects".

This policy supersedes Policy 350-2 dated 11/96

RCW 18.08.350      CERTIFICATE OF REGISTRATION--APPLICATION--  
QUALIFICATIONS

Board, 9/97

Foreign (Non-US) Education and Experience

Foreign educational credit may be granted for the purpose of qualifying for the examination based upon an evaluation as outlined in the National Council of Architectural Registration Boards publication entitled NCARB Education Standard.

Foreign experience credit may qualify for related experience. Experience under the direct supervision of an architect may be accrued only in a jurisdiction recognized by the National Council of Architectural Registration Boards.

This policy supersedes Policy 350-4 dated 5/88

Board, 08/93

### Building Design Experience

Building design experience as an employee must be documented on Department of Licensing Employment Experience Summary Forms, AR 636-104 (R/8/91), signed by a supervisor or employer.

Building design experience accrued as self-employment must be documented in time-line format listing project dates, type of project, scope of services provided, size/cost to construct, location of project and client contact information. Each project will include supporting documentation. A board member will evaluate all self-employment for practical work experience credit.

## RCW 18.08.360 EXAMINATIONS

Board, 9/98

### Oral Examinations

Each oral examination packet shall contain a copy of applicant's summary of Chapter 18.08 RCW and Chapter 308-12 WAC.

Oral Examination applicants shall be notified that examination materials may be retained by the Board until such time as a final determination is made.

Oral examinations referred to the board shall be conducted by an examination committee appointed by the board chair.

This policy supersedes Policy 360-1 dated 9/97

## RCW 18.08.360 EXAMINATIONS

Board, 11/96

### Notification to Applicant

When reporting scores to candidates, the department will list all valid scores and dates from previous examinations, including the results of the current examination.

Applicant shall be notified of the provisions of RCW 18.08.360.

This policy supersedes Policy 360-2 dated 9/86



RCW 18.08.400      REGISTRATION OF OUT-OF-STATE REGISTRANTS

Board, 9/97

Education, Training and Practice Standards and Examination Requirements for Reciprocal Registration of Canadian Architects

The Board adopts the requirements for NCARB certification of Canadian architects as set forth in Chapter 2, of Handbook for Interns and Architects, published by the National Council of Architectural Registration Boards, as the minimum requirements for registration as an architect in the state of Washington.

In addition to the requirements of Chapter 2 above, the individual qualifications and experience must be equivalent to the qualifications and experience required of a person registered under the provisions of RCW 18.08.350.

Applicants must document seismic qualification by examination record or completion of a seismic seminar program prior to January 1986 that was certified by the National Council of Architectural Registration Boards.

Based upon submission of a current NCARB certificate with the completed Washington application for registration, the Board may approve setting aside the required oral interview based upon the experience and qualifications documented in the NCARB certificate.

This policy supersedes Policy 400-1 dated 12/91

Board, 11/96

#### Structure Examinations

Reciprocity applicants who have not successfully completed Section B of the Qualifying Test or Section B, Part III of the Professional Examination or Division E, of the Architect Registration Examination (A.R.E.), or have not satisfactorily completed the Seismic Structural Technology Test from the Education and Testing Service (E.T.S.), and were licensed in California after 1936 or in National Council of Architectural Registration Boards Regions 1 through 5 after 1979 or in Region 6 after 1963, shall be required to successfully complete Division LF-Lateral Forces of the A.R.E.

Reciprocity applicants who have not successfully completed Section B of the Qualifying Test or Section B, Part III of the Professional Examination, or Division E of the A.R.E., or have not satisfactorily completed the Seismic Structural Technology Test from the E.T.S., and were licensed in California before 1936 or in National Council of Architectural Registration Boards Regions 1 through 5 before 1979 or in Region 6 before 1963, shall be required to successfully complete Division LF-Lateral Forces of the A.R.E.

This policy supersedes Policy 400-2 dated 11/90

Board, 08/93

#### Determination of Qualification for Reinstatement of Delinquent Licenses

A registrant who fails to pay a renewal fee for a period of five years or more may be reinstated upon payment of all delinquent renewal fees plus a penalty fee equal to one-third of the renewal fee, and submittal of the following:

1. An analysis of the current law and rules governing architects.
2. A professional resume of architectural activities during the delinquent period, in sufficient detail to demonstrate to the Board maintenance of minimum skills.
3. A list of current and delinquent state registrations.

The board may require additional evidence as needed to verify minimum competency and qualifications. The registrant may be required to appear before the board or a representative member thereof for an oral interview where questions of competency remain.

This policy supersedes Policy 430-1 dated 12/91

RCW 18.08.430      RENEWAL OF CERTIFICATES OF REGISTRATION--  
WITHDRAWAL

Board, 12/91

Obtaining Inactive License Status and Reinstatement

Any registrant in good standing may withdraw from the practice of architecture by giving written notice to the director, and may within five years thereafter, resume active practice provided that:

- (1) the registrant submits a written request for reinstatement and,
- (2) payment of the current renewal fee as for an active license is made.

Registrants who exceed five years in an inactive status shall request reinstatement in writing to the board and shall submit the following:

- (1) An analysis of the current law and rules governing architects.
- (2) A professional resume of architectural activities during the inactive period, in sufficient detail to demonstrate to the board maintenance of minimum skills.
- (3) A list of current and delinquent state registrations.

The board may require additional evidence as needed to verify minimum competency and qualifications. The registrant may be required to appear before the board or a representative member thereof for an oral interview where questions of competency remain.

This policy supersedes Policy 430-2 dated 11/90